

## **ACCOUNTANT III**

Tennessee Department of Finance and Administration

Division of Accounts Statewide Accounting

Location: Nashville, Tennessee

Salary Range (based on qualifications and experience)

Career Opportunities Available in Tennessee State Government

### **Job Overview Summary:**

The Accountant III handles the review, application and processing of garnishments, levies and bankruptcies imposed against State of Tennessee suppliers. Additional responsibilities include, but are not limited to, the processing of the unemployment benefit charges for state agencies, review of accounts payable transactions and supervision of others. Detailed analytical and organizational skills are required for the accurate fulfillment of these responsibilities. Strong verbal and written communication skills are necessary as this position engages daily with internal and external customers.

### **Duties and Responsibilities:**

- Interpret the proper application of garnishments, levies and bankruptcies imposed against State of Tennessee suppliers to ensure compliance with federal and state laws
- Serve as subject matter expert on processing supplier garnishments, levies and bankruptcy notices issued to the State of Tennessee
- Participate in oral communication with external customers to ensure understanding and compliance with diversion notifications
- Complete monthly payment processing of unemployment benefits charges for applicable state agencies
- Review accounting postings in electronic database to ensure compliance with directed actions for third party
- Prepare and distribute daily written correspondence to internal and external customers
- Review and approve accounts payable transactions in electronic database to pay internal and external customers/suppliers
- Research to resolve issues/inquires for internal and external customers/suppliers
- Supervise, train, and provide strong leadership to assigned accounts payable staff
- Develop performance evaluation goals and desired work outcomes for assigned subordinates to evaluate and develop job performance
- Resolve interpersonal conflicts between assigned subordinates or work teams to enhance teambuilding and generate a positive working environment

### **Required Education/Experience:**

Graduation from an accredited college or university with a bachelor's degree in accounting and experience equivalent to three years of full-time professional accounting or auditing work.

OR

Graduation from an accredited college or university with a bachelor's degree including thirty-six quarter hours in accounting and experience equivalent to three years of full-time professional accounting or auditing work.

**Note:** A transcript is required for a proper evaluation for this class.

**Knowledge, Skills, and Abilities:**

**example:**

- Accounts Payable experience is preferred
- Intermediate excel skills with the ability to analyze and summarize data through the use of complex formulas.
- Experience with PeopleSoft and Oracle systems is preferred but not required.
- Strong communication skills with the ability to provide solutions through critical thinking.
- Strong management skills; ability to coach and mentor a team with varied levels of experience.
- Strong oral and written, and presentation skills and the ability to effectively and concisely translate complex financial and non-financial concepts and results to individuals at all levels and backgrounds.

**Only candidates who meet the minimum requirements for the position will be interviewed.**

Please send resume, transcripts and contact information to: [Juanita.McCrary@tn.gov](mailto:Juanita.McCrary@tn.gov)

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*